

Move Outlook to a New Computer

01/20/2004

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You're excited about the new computer your company just delivered to your office. And now you're asking yourself, "Is there an easy way to have Outlook work on my new computer just as it does on my old computer?" You bet! The steps required to copy your customizations, such as shortcuts or toolbar customizations, to another computer depend on your e-mail configuration. After you determine that, you're off and running to move your Microsoft Outlook® customizations to your new computer.

Determine your e-mail configuration

On the **Help** menu, click **About Microsoft Outlook**. You'll see **Internet Mail Only** if you have this configuration, or **Corporate or Workgroup** if you have that configuration.

Then, follow the procedures to [Move Corporate or Workgroup Configuration Customizations](#) .

Move Corporate or Workgroup Configuration Customizations

Installing Outlook and Duplicating Custom Settings

First, you must install Microsoft Outlook® on your new computer, but do not start the program.

To duplicate your custom settings on your new computer, you'll need to copy any of the following that you've customized: personal folders files (.pst), shortcuts, toolbar or menu customizations, rules, nicknames, signatures, stationery, Personal Address Book, and custom categories.

Note For detailed information about any of the steps below, type the step text in the **Office Assistant** or on the **Answer Wizard** tab in the Outlook Help window, and then click **Search**.

Copy the following from your old computer to the same location on your new computer

- **Personal folders files (.pst) that you use.** Your program information from Microsoft Outlook is stored in a personal folders file, which has the extension .pst. It is usually located in C:\Windows\Local Settings\Application Data\Microsoft\Outlook or C:\Windows\Profiles\<User Name>\Local Settings\Application Data\Microsoft\Outlook if more than one person uses Outlook on your computer. If you have an offline folder (.ost) file, do not copy it -- a new one will be created on your new computer.
- **Outlook shortcuts.** Copy the <Profile Name>.fav file, usually located in C:\Windows\Application Data\Microsoft\Outlook or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Outlook if more than one person uses Outlook on your computer. If you have more than one Outlook profile, you'll have a separate .fav file (<Profile Name>.fav) for each profile.
- **Menu or toolbar customizations.** Copy the Outcmd.dat file, located in C:\Windows\Application Data\Microsoft\Outlook or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Outlook if more than one person uses Outlook on your computer.
- **Rules.** Copy the <Profile Name>.rwz file, located in C:\Windows\Application Data\Microsoft\Outlook or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Outlook if more than one person uses Outlook on your computer. If you have more than one Outlook profile, you'll have a separate .rwz file (<Profile Name>.rwz) for each profile.
- **Nicknames** (shortened versions of e-mail names that Outlook matches to actual e-mail addresses). Copy the <Profile Name>.nick file, located in C:\Windows\Application Data\Microsoft\Outlook or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Outlook if more than one person uses Outlook on your computer. If you have more than one Outlook profile, you'll have a separate .nick file (<Profile Name>.nick) for each profile.
- **Signatures.** Copy all the files with .rtf, .htm, .html, or .txt file name extensions in C:\Windows\Application Data\Microsoft\Signatures or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Signatures if more than one person uses Outlook on your computer.
- **Stationery.** If you've created stationery, copy all the files in C:\Windows\Application Data\Microsoft\Stationery or C:\Windows\Profiles\<User Name>\Application Data\Microsoft\Stationery if more than one person uses Outlook on your computer.
- **Personal Address Book.** Before copying your Personal Address Book to your new computer, you must first identify the path to your Personal Address Book (.pab) file in your mail profile. Then you can search for the .pab file on your old computer and copy it to your new computer.

Finding and copying your .pab file

1. Start Outlook.
2. On the **Tools** menu, click **Services**.
3. On the **Services** tab, click **Personal Address Book**, and then click **Properties**.
4. Note the path to your .pab file. It is usually in C:\Windows\Local Settings\Application Data\Microsoft\Outlook and is named Mailbox.pab.
5. Click **OK** twice, and then, on the **File** menu, click **Exit and Log Off**.
6. Use the Microsoft Windows® Find feature to search for your .pab file, and then copy it to your new computer. You can save the .pab file in any directory on the new computer, but be sure to note the location for use later.

Note If you have more than one Outlook profile, you'll have a separate .pab file for each profile. It's not possible to merge one Personal Address Book with another. However, you can use the Import and Export Wizard to merge all the e-mail addresses in your Personal Address Books into your Contacts folder.

- **Custom categories.** If you've added custom categories to your Master Category List, you can export the Categories key from your registry and move this key to your new computer.

Note If you've added only a few custom categories to your Master Category List, you may want to skip this section and add the categories manually to the Master Category List on your new computer.

Caution The procedure below requires editing your registry. It should only be performed by advanced users and only after making copies of your registry files, System.dat and User.dat, both hidden files in the Windows folder. Using Registry Editor incorrectly can cause serious problems that may require you to reinstall Windows. Microsoft cannot guarantee that problems resulting from the incorrect use of Registry Editor can be solved. Use Registry Editor at your own risk.

Export the Categories key

1. Quit Outlook.
2. On the Windows taskbar, click **Start**, and then click **Run**.
3. In the **Open** box, type **regedit**, and then click **OK**.
4. In

HKEY_CURRENT_USER\SOFTWARE\Microsoft\Office\9.0\Outlook\Categories, select the **MasterList** subkey.

5. On the **Registry** menu, click **Export Registry File**.
6. In the **File name** box, type a name for the key, such as *Categories.reg*, and then click **Save**.
7. Copy this registry file (<*Categories.reg*>) to the desktop of your new computer and double-click it to update the registry and add your custom categories to the Master Categories List.

Important You must copy the registry subkey from your old computer before making any changes to the Master Categories List on your new computer. Any changes that you have made to the Master Categories List prior to copying the registry key will be lost.

Recreate Your Profile and Add Your Personal Address Book to It

To recreate your profile on your new computer, start Outlook and follow the steps in the Inbox Setup Wizard.

Note If you have more than one profile on your old computer, you'll need to recreate the other profiles on your new computer by double-clicking the **Mail** icon in Control Panel.

Add the copied Personal Address Book to this new profile

1. On the **Tools** menu, click **Services**.
2. On the **Services** tab, click **Add**.
3. In the **Available Information Services** list, click Personal Address Book, and then click **OK**.
4. On the **Personal Address Book** tab, in the **Name** box, enter a name for the Personal Address Book.
5. In the **Path** box, enter the path to your .pab file, which you noted in step 4 under "Finding and copying your .pab file," above.
6. Click the **OK** button three times.
7. Quit and restart Outlook.